



SUPERIOR COURT OF THE STATE OF CALIFORNIA County of Placer

Human Resources Department

Placer Superior Court - Human Resources

P.O. Box 619072

Roseville, CA 95661-9072

(916) 408-6104 - (916) 408-6106

www.placer.courts.ca.gov

JOB ANNOUNCEMENT

POSITION: (1) Interpreter Pro Tempore - Russian

RECRUITMENT NUMBER: 11-05

FINAL FILING DATE: **CONTINUOUS RECRUITMENT**
(May close at any time)

APPROXIMATE SALARY: \$147.00/36.75 per hour (4-hour day)
\$265.00/\$33.13 per hour (8-hour day)

WORK LOCATION: Roseville, Auburn and various courts in Placer County.

DEFINITION

The Superior Court of California, County of Placer, is now accepting applications for Court Interpreter-Russian. This position will perform a wide variety of language interpretation activities on an assigned and as needed basis for Placer Superior Court and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel and the public.

DISTINGUISHING CHARACTERISTICS

This is a single level classification. Employees in this classification perform consecutive and simultaneous interpretation of courtroom proceedings and other related interpreting services as needed. In addition, they perform sight translation (reading written texts and giving an oral translation of text) as needed.

ESSENTIAL DUTIES

When assigned, all of the essential functions and tasks listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and tasks that may be assigned. The court reserves the right to assign or reassign duties as required to achieve business and operational objectives.

Essential functions and tasks may include, but are not limited to those listed below.

- Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
- Makes sight translations of documents for the benefit of the court including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents.
- Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.

- Notifies the court of any issues or situations that may impede the interpreters' performance.
- Researches and understands terminology used in court and functions of the court which may include but not be limited to legal, technological, scientific, and/or medical terminology.
- Reviews the daily docket and receives daily calendar assignments from the Trial Court Interpreter Coordinator (or other) and accurately completes daily activity logs, or other documentation as required.

MINIMUM QUALIFICATIONS

Certification: Possession of a valid certificate as a "Certified Court Interpreter – Russian language" issued by the Judicial Council of California on behalf of the State of California

Knowledge, Skills and Ability:

- Orally convey the meaning from and into English and the applicable non-English language by interpreting in the simultaneous, consecutive, and sight translation modes;
- The meaning must be conveyed accurately, not editing, summarizing, adding meaning, or omitting;
- Correct usage of grammar and vocabulary of English and non-English language specified, provided the source language speaker is using correct grammar and vocabulary;
- Ability to remain impartial. The ability to interpret accurately and remain impartial including in adversarial and emotionally charged situations;
- Knowledge and understanding of legal concepts and forensic terminology in both English and non-English language(s);
- Familiarity with the general range of regional and cultural variations in the specified language;
- Ability to conduct ongoing research into variations in terminology and usage of the specified language;
- Ability to use office equipment, including computer, telephone, and copiers, as required by the assignment. Use of transmitter and receiver equipment provided by the court for simultaneous interpretation;
- Ability to understand and adhere to California statutes, Rules of Court, and applicable personnel rules concerning court interpretation;
- Knowledge of and adherence to interpreter ethics and standards, as stipulated in California Rules of Court Rule 984.4, Professional Conduct for Interpreters;
- Ability to understand and adhere to Placer Superior Court Personnel Policies.
- Ability to interact professionally and cooperatively with those contacted in the course of work.

Desirable:

- Knowledge of Microsoft Word, Excel and Outlook programs; web and manual research techniques.

OTHER REQUIREMENTS

License: Possession of a valid Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out job requirements.

Background: Incumbent will be required to pass a criminal history information background check and drug screen. Information discovered through such a background check or drug screen may become grounds for the conditional job offer to be rescinded or dismissal from employment.

PHYSICAL REQUIREMENTS

Stamina to sit and/or stand and concentrate for extended periods; corrected hearing and vision to normal range; walk or otherwise move within the court facilities; ascend and descend stairs while carrying files, documents, supplies or equipment; normal manual dexterity and eye-hand coordination; use hands to finger, handle, or feel objects; and to reach with hands and arms.

AGENCY SHOP

As a condition of employment all interpreter employees shall become and remain members of the Union or, in lieu thereof, shall pay a service fee to the Union in an amount not to exceed the standard initiation fee, periodic dues and general assessments of the Union for bargaining unit employees.

BUSINESS HOURS

Monday thru Friday – on-call as needed.

APPLICATION PROCESS

Applicants must submit a completed **court application** form and **supplemental employment application**.

Application forms are available and can be picked up and or be submitted in person or sent to our mailing address at the Court's Human Resources Office, P.O. Box 619072, Roseville, CA 95661-9072, weekdays between 8:00 a.m. and 3:00 p.m. Applications can be picked up at 10820 Justice Center Drive, Roseville, CA 95678. Court web site: www.placer.courts.ca.gov

SELECTION PROCESS

The screening and selection process will consist of a qualifying evaluation of training and experience provided in the completed application materials. The more highly qualified applicants may be scheduled for an interview after being placed on the eligible list.

If you would like more information on how to get certified or registered as a Court Interpreter, visit www.courtinfo.ca.gov/programs/courtinterpreters

Should you feel you need a reasonable accommodation due to a qualifying disability, please contact the Court's Human Resources Office at least five working days prior to the scheduled interview or exam date by calling (916) 408-6104.

PLACER COUNTY SUPERIOR COURT IS AN EQUAL OPPORTUNITY EMPLOYER

SUBMIT APPLICATIONS TO THE COURT'S HUMAN RESOURCES OFFICE

(Faxed or e-mailed applications will not be accepted)

The provisions of this announcement do not constitute an implied or expressed contract and any provisions contained in this announcement may be modified or revoked at any time.

****RECRUITMENT MAY CLOSE AT ANY TIME****

PLACER SUPERIOR COURT

SUPPLEMENTAL EMPLOYMENT APPLICATION FOR COURT INTERPRETER

Completion of this **supplemental employment application** is a required part of the examination process. All candidates are required to complete and return this **supplemental employment application** with their **court application** for this position. **Applicants who do not complete this supplemental employment application will be eliminated from the examination process.**

1. Name (Please print): _____

A response to all of these questions is required to be considered for this position.

2. Please list your language(s) and certification and/or registration numbers below:

Language(s)	Certification Number	Registration Number

3. If you are not yet certified and have recently taken a examination to become certified court interpreter in a specific language, please indicate the language you expect to become certified for and the date you expect to receive the results:

Language(s)	Date of Exam	Date Results Expected

4. Describe your experience and skill to interpret from and into English and a non-English language using simultaneous and consecutive modes below. Indicate the types of cases or any special situations and provide the name of the court and dates services was provided.

CERTIFICATION BY APPLICANT: I certify that all statements made in this supplemental employment application are true and accurate to the best of my knowledge. I understand that any falsification may cancel any terms, conditions or privileges of employment.

Signature: _____

Date: _____